myStudy is the web based platform of Leuphana University of Lüneburg for supporting and organizing classroom teaching. myStudy provides you with various information, communication and administration tools that help you in delivering your courses and organizing your consultation hours.
myStudy-Account

Please set up your myStudy account independently on the front page [https://mystudy.leuphana.de](https://mystudy.leuphana.de). Click „Create account“, choose a username and password and select your role as „Lehrender“ (lecturer). Username and password can be freely chosen.

The „Terms of use“ must be confirmed by you. You will find them at the myStudy homepage via „Information & contact“ or after you logged in via „Service“. We would like to point out that you must observe all personal data and copyright regulations.

Responsive Design

The responsive user interface adapts to the size of your screen.

On smaller screens individual Elements are hidden or rearranged and can be displayed (again) by clicking on the so-called „hamburger symbol“. The schedule e.g. will be shown in a list view and the schedule options can be hide or display also by clicking on the „hamburger symbol."

Nutzungsordnung

§1 Zweck der Anwendung myStudy

myStudy (https://mystudy.leuphana.de) ist ein zentraler internetbasierter Dienst der Leuphana Universität Lüneburg. Er dient zur:

- Erfassung, Planung und Darstellung des Vorlesungsverzeichnisses,
- Raum- und Terminplanung von Veranstaltungen und Lehrveranstaltungen,
- Organisation und Unterstützung der Präsenzlehre durch die Bereitstellung von Informations-, Kommunikations-, Distributions- und Anmeldefunktionalitäten

§2 Gültigkeit dieser Nutzungsordnung
**Status & Support**

By clicking your username or usericon on the upper right side you get information about your role and the active semester. The logout is also located here.

To switch between the semesters and roles click on username or usericon.

You will find contact information, the FAQ and the Bug-Report for transmit errors in the lower right corner via „GET SUPPORT“.

**Dashboard & Homepage**

The Dashboard offers various widgets with information and services. You can configure your Dashboard according to your needs. Click on „Enable edit mode“ to get an overview about the available widgets and to configure your dashboard.

By default, the dashboard is included as the homepage. If you want to use another element as your personal homepage (e.g. schedule), please switch to „Administration“ > „Settings“.

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![Dashboard Screenshot](image1.png)

**Instruction of use**

Welcome to the dashboard!
This dashboard can be customized according to your own needs. The dashboard consists of standalone widgets that you can add or delete and arrange on-screen as needed.

1. To change the dashboard, select at the top of the page
   - Enable edit mode.
2. The following symbols will appear in the title bar of each widget:
   - Use this icon to drag a widget to another position.
   - Here are settings for the widget.
   - Delete a widget.
3. To add a new widget, click at the top of the page
   - Add new widget.
4. Your changes will be saved when you click „Save Changes”

You can delete this instruction of use from your dashboard and have it displayed again at any time.
The Navigation bar is located on the left border. On smaller screens the navigation bar is hidden and can be displayed by clicking the „hamburger symbol“.

The header above the content area indicates the current content of the page, e.g. course catalog, course, assessment, person, module description.

In the content area, click on the name of a course, person, assessment, … to get or edit information.

The schedule can be used in different views:
• As schedule, including all regular dates of the semester. Individual dates are displayed under the schedule.
• As calendar, in which regular and individual dates and consultation hours are displayed on a daily basis.
• As list view

To print, please use the print function of your browser.

Click on „Export“ for further information about export options into a digital calendar and an Excel export.
Consultation Hours

Edit information about your consultation hours via „Administration -> Consultation hours“. Provide general information about your consultation hours or generate specific consultation hours to which students can register for. If someone else is going to manage your consultation hours you can assign the appropriate rights.

Course Functions

Click the course title e.g. in the schedule or in the course catalog to switch into the course. In the course information and functions are provided via different tabs. Click on a tab to use the desired function.